



Equal Employment Opportunity at Carlos Rosario School

Carlos Rosario School is committed to the principles of equal employment opportunity and complies with all applicable laws that prohibit discrimination and harassment in the workplace. Carlos Rosario School is an equal opportunity employer and makes all employment-related decisions without discriminating with regard to race, ethnicity, color, religion, sex, age, national origin, disability, pregnancy, genetic information, political affiliation, gender identity or expression, sexual orientation, marital status, personal appearance, family responsibilities, matriculation or any other category protected by applicable law.

We believe that each individual employed by us has the right to be free from unlawful discrimination and harassment in the terms and conditions of employment. No form of discrimination or harassment toward any employee, student, or other person in our workplace or at our work sites will be tolerated. This policy applies to recruitment, selection, training, utilization, promotion, benefits, termination, disciplinary actions and all other personnel actions, terms, conditions and privileges of employment.

Workplace Harassment

Consistent with its workplace policy of equal employment opportunity, Carlos Rosario School prohibits and will not condone any form of unlawful harassment based upon a person's protected characteristic, including race, ethnicity, color, religion, sex, age, age, national origin, disability, pregnancy, genetic information, political affiliation, gender identity or expression, sexual orientation, marital status, personal appearance, family responsibilities, matriculation or any other characteristic protected by applicable law.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, (2) submission to or

rejection of such conduct by an individual is used as the basis for employment decision(s) affecting the individual, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment for the employee. Examples of conduct that may constitute sexual harassment may include:

(1) sexual-oriented verbal kidding, teasing, or jokes; (2) unwelcome sexual flirtations, advances, or propositions; (3) verbal abuse of a sexual nature; (4) graphic or verbal commentaries about an individual's body; (5) display or distribution of sexually suggestive material; (6) subtle pressure for sexual activity; or (7) inappropriate physical conduct.

Other Unlawful Harassment

Harassment is generally defined as unwelcome verbal or non-verbal conduct based on a person's protected characteristic (including but not limited to race, ethnicity, color, religion, national origin, age, sexual orientation, pregnancy, marital status, genetic information or disability) that denigrates or shows hostility or aversion toward the person because of the protected characteristic and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's employment opportunities or benefits, or has the purpose or effect of creating an intimidating, hostile or offensive work environment. Harassing conduct may include, for example, epithets, slurs or negative stereotyping; verbal abuse; threatening, intimidating or hostile acts; denigrating jokes; display or distribution of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Scope of the Policy

This policy prohibiting unlawful harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interaction with students, vendors or others in the workplace. No employee should suffer sexual or any other harassment based on a protected characteristic by any vendor, student, volunteer, visitor or other third party. It is also the responsibility of every employee to respect the rights of applicants, other employees, students, volunteers, vendors, and visitors to the School as required under the School's code of conduct.

Complaint Procedure

Carlos Rosario School requires reporting of all incidents of discrimination or harassment, regardless of the identity of the offender. Complaints of harassment or discrimination in violation of this policy, must be reported immediately to the Head of HR or the CEO. Complaints under this policy against the CEO will be investigated with the oversight of the Chair of the Board.

The School will conduct a thorough and prompt investigation of any complaint, and maintain the investigation as confidential to the fullest extent feasible. The School will endeavour to complete the investigation within 30 days. Upon completion of the investigation, Carlos Rosario School will inform the complainant and take appropriate action up to and including termination, if necessary.

Title IX Complaints (Sex Discrimination or Sexual Harassment)

For sex discrimination and sexual harassment complaints that are covered by Title IX only, the School follows the federal law Title IX of the Education Amendments of 1972. Anyone with inquiries about the School's Title IX policy or complaint procedure, or to make a complaint under Title IX, should contact the School's Lead Title IX Coordinator, whose contact information is:

Lead Title IX Coordinator

Kristine Dunne
General Counsel
Carlos Rosario International Public Charter School
1100 Harvard St, NW
Washington, DC 20009
202-797-4720 (office) or 202-255-0251 (cell)
kdunne@carlosrosario.org

Please see the attached Title IX Policy for more information including the complaint investigation process followed under Title IX.

Non-Retaliation

The School will not tolerate any form of retaliation against any employee for, in good faith, making a complaint or assisting in a complaint investigation. An employee who believes that they are being retaliated against in violation of this policy should inform immediately the Head of HR or CEO. Any employee found to have retaliated against any other employee for making a complaint or for assisting in an investigation will be subject to appropriate disciplinary action, up to and including termination.

Knowingly making false and malicious complaints of harassment or discrimination (as opposed to complaints that even if erroneous are made in good faith) may also lead to disciplinary action, up to and including termination.

Disability Accommodation Requests

The School complies with all federal and state laws concerning the terms and conditions of employment of qualified individuals with disabilities. If you have a disability and wish to request an accommodation, please contact Human Resources. It is the School's policy to work with qualified individuals with a disability, through an interactive process, to try to provide a reasonable accommodation for the disability that does not pose an undue hardship for the School. So that we may best understand and respond to requests for accommodation, we may request medical documentation including information about the disability and the need for an accommodation.

Pregnancy and Childbirth-Related Accommodation Requests

The School complies with federal and state laws protecting individuals who are pregnant or have pregnancy or childbirth-related conditions. Employees seeking a reasonable accommodation due to pregnancy, childbirth, a related medical condition, or breastfeeding should contact Human Resources.

The School provides to employees reasonable break time each time the employee needs to express breast milk for up to 1 year after the birth of the child. The School has space at each campus that is available for this purpose should the employee wish to use it. If employees have any difficulty scheduling use of the space provided, please let HR know. Please note that during these breaks, employees are relieved from all work duties. As with all other breaks during work, breaks for expressing milk are included in paid time if lasting up to 20 minutes, and unpaid time if lasting more than 20 minutes which would require non-exempt (hourly) employees to clock out.

Employee Sexual Harassment Policy under Title IX

Sexual Harassment Prohibited

Sexual harassment by students, employees, Board members, volunteers, or visitors is strictly prohibited. "Visitors" includes, but is not limited to, parents, family members, community members, vendors, and contractors. This policy governs all reports/complaints of sexual harassment that employees are involved in, whether allegations of employee-on-employee harassment, student-on-employee harassment or employee-on-student harassment.

Retaliation against any individual who reports sexual harassment, provides information about any such acts, witnesses any such acts, or who testifies, assists, participates or refuses to participate in an investigation, proceeding or hearing is also prohibited.

Administrators will make expectations clear to staff that sexual harassment will not be tolerated and will be the grounds for disciplinary action up to and including termination. In the event that anyone designated with Title IX responsibilities under this policy is the subject of a Title IX complaint, another person will be designated.

Title IX Coordinator

The individual designated to coordinate the School's response to reports or complaints of sexual harassment and for overseeing the School's compliance with Title IX as it relates to staff is:

Kristine Dunne, General Counsel, Carlos Rosario International Public Charter School,
1100 Harvard St, NW, Washington, DC 20009, 202-797-4700 ext. 720,
kdunne@carlosrosario.org

Definitions

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education programs or activities; or

3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v)¹, “dating violence” as defined in 34 U.S.C. 12291(a)(10)², “domestic violence” as defined in 34 U.S.C. 12291(a)(8)³, or “stalking” as defined in 34 U.S.C. 12291(a)(30)⁴.

Sexual assault is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Dating violence is defined as violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.

Retaliation is intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school’s

¹ An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

² Violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.

³ Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

⁴ Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures for employees may include, for example, training, counseling, extensions of deadlines, modifications of work schedules, mutual restrictions on contact between the parties, changes in work location, leaves of absence, increased security and monitoring of certain areas on campus, and other similar measures. Supportive measures for students may include, for example, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Response to Reports

Any individual may report sexual harassment, sexual assault or dating violence – reports do not have to be made by the victim. Such reports can be made in person, by mail, by telephone, or by email, using the contact information listed for the Title IX coordinator or by any other means that result in the Title IX coordinator receiving the report.

All staff members are required to report any sexual harassment, sexual assault, or dating violence they witness or are made aware of. Staff members should immediately record all such incidents in accordance with School procedures and notify the Title IX Coordinator or other administrator on duty.

Any employee who believes that they have been the target of sexual harassment or who is aware of such acts is strongly encouraged to promptly report the matter orally or in writing to the Title IX Coordinator Kristine Dunne (address: Carlos Rosario International Public Charter School, 1100 Harvard St, NW, Washington, DC 20009, phone: 202-797-4700 ext. 720, email: kdunne@carlosrosario.org). Also, any employee who is subject to retaliation in violation of this policy or who knows of another employee who has been subject to retaliation is urged to report it as soon as possible.

Anyone else who witnesses or becomes aware of sexual harassment, sexual assault or dating violence is also strongly urged to promptly notify the Title IX Coordinator.

When a report is made without a formal complaint, the Title IX Coordinator will:

- Promptly contact the complainant to discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint;
- Explain to the complainant the process for filing a formal complaint.

If the complainant does not wish to proceed with a formal complaint, the complainant's wishes will be respected unless the Title IX Coordinator determines that initiating an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

The School will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the School's ability to provide the supportive measures. Supportive measures provided on a case-by-case basis may include, but are not limited to, the following:

- Developing a safety plan;
- Providing counseling or other related supports;
- Extension of deadlines or other appropriate work adjustments;
- Schedule changes;
- Leaves of absence;
- Providing increased monitoring, supervision, or security at the locations or activities where the misconduct occurred;
- Providing an escort to ensure that the reporting student feels safe throughout the School building;
- Requiring mutual restrictions on contact between the parties;
- Providing referrals to community-based services;
- Providing training and education materials;
- Distributing the School's policies on sexual misconduct; and
- Conducting climate surveys regarding sexual misconduct.

Supportive measures for students may include, but are not limited to, the following:

- Developing a safety plan;
- Providing counseling or other related supports;
- Extension of deadlines or other course-related adjustments;
- Class/schedule changes;
- Leaves of absence;
- Allowing the complainant to withdraw from a class without penalty;
- Providing increased monitoring, supervision, or security at the locations or activities where the misconduct occurred;
- Providing an escort to ensure that the reporting student feels safe throughout the School building;
- Requiring mutual restrictions on contact between the parties;
- Providing academic support, such as tutoring, for the reporting student;
- Providing referrals to community-based services;
- Providing training and education materials for students and employees;
- Distributing the School's policies on sexual misconduct; and
- Conducting climate surveys regarding sexual misconduct.

The School may not impose disciplinary sanctions (or other sanctions that are not “supportive measures”) against the respondent without conducting a formal investigation. However, the School may remove a respondent on an emergency basis if:

- It undertakes an individualized safety and risk analysis;
- Determines that an immediate threat to the physical health or safety of any individual arising from the allegations of sexual harassment justifies removal; and
- Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

A formal complaint may be filed by the complainant or the Title IX coordinator if they determine that a formal investigation is needed.

Informal Resolution Processes

The Title IX Coordinator may offer and facilitate informal resolution, such as mediation, so long as both parties give voluntary, informed, written consent to attempt informal resolution. The School will not require participation in informal resolution as a condition of enrollment. The School will not condition informal resolution on the waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. The School will not require the parties to participate in an informal resolution process and will not offer an informal resolution process unless a formal complaint is filed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation process with respect to the formal complaint.

Training

Title IX personnel involved in the informal resolution process and/or reporting and investigation processes will receive training on the following:

- The definition of sexual harassment;
- The scope of the School’s education program or activity;
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes that protects the safety of complainants and promotes accountability;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- Issues of relevance, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant.

Investigations of Formal Complaints

The School will promptly investigate any formal complaints received. Respondents will be presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.

Once an investigation is concluded, further steps will be taken as needed to interrupt or stop each specific act of sexual harassment, prevent its recurrence, and address its effects, regardless of whether the incident is the subject of a criminal investigation.

Formal complaints against employees or third parties will be investigated by Chief Human Resources Officer Cecilia Hoyer or designee. When the complainant or witnesses are students the investigation will be conducted with the assistance of the School Vice Principal (Harvard Street Campus Vice Principal or Sonia Gutierrez Campus Vice Principal Aracelly Watts) or designee. Once the investigation is complete, a decision will be rendered based on all of the evidence available. The decision-maker will be HollyAnn Freso-Moore or designee.

Formal complaints against students will be investigated by the School Vice Principal (Harvard Street Campus Vice Principal or Sonia Gutierrez Campus Vice Principal Aracelly Watts) or designee with the assistance of the Chief Human Resources Officer Cecilia Hoyer or designee. Once the investigation is complete, a decision will be rendered based on all of the evidence available. The decision-maker will be the School Principal (Harvard Street Campus Principal HollyAnn Freso-Moore or Sonia Gutierrez Campus Interim Principal Alice-Ann Beachy) or designee.

Information for Complainants

Within two (2) business days of receipt of a formal complaint, the Title IX Coordinator will provide information to the complainant about:

- The investigation process and informal resolution process including a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of investigation process;
- The allegations including sufficient details known at the time including the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, sexual assault and/or dating violence, and the date and location of the alleged incident, if known;
- The complainant's right to have an advisor of his/her choice who may be, but is not required to be, an attorney;
- The right to inspect and review evidence;
- The prohibition against knowingly making false statements or knowingly submitting false information during the investigation process; and

Information for Respondents

Within two (2) business days of receipt of a formal complaint, the Title IX Coordinator will provide information to the respondent about:

- The investigation process and informal resolution process including a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of investigation process;
- The allegations including sufficient details known at the time including the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, sexual assault and/or dating violence, and the date and location of the alleged incident, if known;
- The respondent's right to have an advisor of his/her choice who may be, but is not required to be, an attorney;
- The right to inspect and review evidence; and
- The prohibition against knowingly making false statements or knowingly submitting false information during the investigation process.

Investigation

Complaints of sexual harassment covered by this Title IX Policy will be investigated in an adequate, reliable and impartial manner. (All other sexual harassment concerns will be addressed through the School's Complaint Procedure for Discrimination or Harassment.) The School will make every effort to complete the investigation within thirty (30) days of receipt of a formal complaint. Extensions of this timeline will be permitted for good cause. If such an extension is exercised, the investigator will notify each party in writing of the reason for the extension. At the conclusion of the investigation period, the investigator will prepare an investigative report to share with the parties and decision-maker as outlined below.

The School will make every effort to protect confidentiality during the course of the investigation. The individual responsible for conducting the investigation will be responsible for making determinations about confidentiality.

Each investigation will include an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The School will bear the burden of gathering evidence to reach a determination regarding responsibility for the alleged conduct. This investigation will include, as necessary, interviewing witnesses, obtaining documents, and allowing the complainant and respondent to present any inculpatory and exculpatory evidence including witnesses.

The complainant and respondent will have the same opportunity to have others share information on their behalf during any investigative proceeding and to be supported during any proceeding by an advisor of their choice who may be, but is not required to be, an attorney. The parties will be provided written notice if they are invited to participate in any

investigative proceeding in person. The notice will include the date, time, location, participants, and purpose of any such proceeding, with sufficient time for the party to prepare to participate.

Each party will have the same opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Subject to the parties' agreeing to follow nondisclosure requirements, the evidence will be sent to each party in electronic format or hard copy at least 10 days prior to the completion of an investigative report so that the parties have an opportunity to submit a written response.

Upon its completion, the investigator will send to each party and the decision-maker an investigative report that fairly summarizes relevant evidence. The parties will be given at least ten (10) days to respond to the investigative report as outlined below.

Decision Making

At least ten (10) days prior to a decision being rendered, each party will have an opportunity to submit a written response to the investigative report which may include written, relevant questions that a party wants asked of any other party or witness. The decision maker will gather responses to those questions and provide those responses in writing to each party. The parties will have three (3) additional days to submit additional, limited follow-up questions. The decision-maker will make determinations about what questions are relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker will review all evidence gathered through the investigative report and responses from each party and will make a determination as to responsibility for the alleged conduct. The decision-maker will use a preponderance of the evidence standard (i.e., preponderance evidence establishes that the allegation is more likely than not to have occurred) to determine responsibility. Once a determination is made, a written decision will be issued to both parties and will include the following:

- Summary of the allegations;
- Summary of the course and outcome of the investigation including any notifications to the parties, interviews with parties and witnesses, and other methods used to gather evidence;
- Findings of fact supporting the determination;

- Conclusions regarding the application of the policy and employee code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the respondent, and what other supportive measures will be made available to the complainant;
- Information about the procedures for appeal.

Appeals

Any party who not satisfied with the outcome of the investigation may appeal in writing to the CEO Allison R. Kokkoros or designee. Appeals must be made within 30 days of the conclusion of the initial investigation. When an appeal is made, both parties will be notified of the appeal and will be given an opportunity to respond. The decision-maker for the appeal will not be the same decision-maker that reached the determination regarding responsibility, the investigator or the Title IX Coordinator.

The secondary investigation shall be completed within 30 days of receipt of an appeal, unless: (1) circumstances require additional time to complete a thorough investigation; (2) the higher-level authority sets forth those circumstances in writing; (3) the additional time is not to exceed 15 days. Upon completion of the appeal, the complainant and respondent will be notified in writing of the outcome of the appeal and the rationale for the result, any change to the result of the initial investigation and when such results become final.

Possible Responses When it is Determined that Sexual Harassment, Sexual Assault or Dating Violence Occurred

Remedies after an investigation concludes may include but are not limited to the following:

- Disciplinary responses consistent with the code of conduct and other applicable policies
- Restriction on involvement in School programs and activities
- Restrictions on movement in the building
- Training or educational materials for respondent
- Counseling or other support services for the respondent
- Safety plan/no contact requirements

Drug-free Workplace

Carlos Rosario School has a longstanding commitment to provide a safe and productive work environment free from alcohol and drug abuse. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. The School complies with the federal Drug-free Workplace Act of 1988.

Substance Abuse Awareness

Alcohol and drug use can pose a threat to the health and safety of employees and may negatively impact work performance. Moreover, local and federal laws prohibit the unlawful use, manufacture, possession, control, sale, dispensation, or distribution of any illegal narcotic or dangerous drug (“controlled substance”).

Prohibitions

Carlos Rosario School prohibits the unlawful use, possession, control, manufacture, sale, dispensation, or distribution of illegal drugs and/or alcohol on School premises. Note that the School does not permit marijuana for any purpose on campus. Employees who qualify under local law to use marijuana may not possess, store, use or share marijuana in the workplace or during School sponsored events. Carlos Rosario School also prohibits employees from working under the influence of illegal drugs or unlawful use of drugs and/or alcohol.

Employee Notification Requirements

As required by the federal Drug-free Workplace Act, as a condition of employment, all employees shall abide by this policy and notify the School’s Head of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction. Failure to comply with these conditions will be grounds for disciplinary action up to and including termination.

Disciplinary Action

Employees may be subject to discipline up to and including termination in the event of:

- work performance impaired as a result of use or abuse of drugs or alcohol (either on or off campus);
- illegal use or abuse of drugs or alcohol on campus or on School business;
- conviction of violating a criminal drug statute in the workplace; or
- violation of any provision of this drugfree workplace policy.

The School cooperates fully with law enforcement. Violations of this policy which are also violations of federal or local law must be referred to the appropriate law enforcement agencies. In addition, the Drug-free Workplace Act requires the School notify grant or contracting agencies of an employee’s criminal drug statute conviction for a violation that occurs in the workplace.

Employees should direct any questions or report any violations of this policy immediately to the Head of Human Resources.

Employee Assistance

Employees who are struggling with alcohol or drugs are strongly encouraged to seek assistance. The School's Employee Assistance Program (EAP) is available free of charge to employees and their families on a confidential basis, 24 hours a day, 7 days a week. Employees who have a concern about drug or alcohol abuse are strongly encouraged to contact the EAP for assistance in finding resources to help with the problem. Employees may contact Human Resources for additional resources.

Open Door Policy

Carlos Rosario maintains an open door policy. We encourage all employees to bring any suggestions or concerns they have to their supervisor or some other member of management for a frank discussion of the issues raised, so Carlos Rosario School can determine if anything can be done in its judgment to address the suggestion or concern. In addition, the School has other employee complaint resolution processes, such as for discrimination and whistleblower complaints, which are addressed in other policies.

Whistleblower Policy

Carlos Rosario School is committed to promoting compliance with the laws, rules and regulations that govern its operations and encourages all of its employees to report unlawful conduct. Below are the procedures by which an employee may report complaints or concerns about any fraudulent, illegal or unethical conduct within the School.

What the Policy Covers

This Whistleblower Policy applies to serious concerns relating primarily to unethical, fraudulent, or illegal business conduct. This Policy is not intended to address every concern that may arise in the workplace. Employees should be aware that the School has other policies and procedures and available channels of communication for reporting certain concerns that may not be covered by this Whistleblower Policy and/or that may have more appropriate mechanisms for addressing such concerns, including the School's discrimination and harassment policies.

Responsibility of All Employees

It is the responsibility of all employees to uphold the conduct standards of the School and all are encouraged to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

The School does not tolerate harassment, retaliation or reprisals of any kind against an employee who has submitted a good faith complaint under this Whistleblower Policy. An employee who retaliates against someone who has submitted a complaint in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns relating primarily to unethical, fraudulent, or illegal business conduct within Carlos Rosario School.

Submitting a Complaint

Employees may submit complaints, concerns and information regarding unethical, fraudulent or illegal conduct to their immediate supervisors. However, if an employee is uncomfortable speaking with their supervisor or is not satisfied with the supervisor's response, or if the concern relates to a particularly serious or sensitive issues including accounting-related matters and allegations of corporate fraud, the employee is encouraged to raise the matter directly with a member of the Human Resources Department or the School's designated Compliance Officer. The current designated Compliance Officer for the School is the CEO. Supervisors and managers are required to report all complaints, concerns and information regarding potential unethical, fraudulent or illegal conduct to the School's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. In the event that the complaint, concern or information relates to conduct of the CEO, the report should be made to the School's General Counsel.

Accounting and Auditing Matters

The finance committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a whistleblower complaint must be acting in good faith. Any allegations that have been made in bad faith will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Employees who choose to identify themselves when

submitting a report may be contacted in order to gain additional information. Reports of violations or suspected violations will be kept confidential to the extent possible.

Handling of Complaints

Any complaints made under this Whistleblower Policy will be promptly investigated and appropriate action will be taken.